

# College Policies

## Enrollment Priority

In September 2012 the California Community Colleges Board of Governors approved a regulation to establish system-wide enrollment priorities designed to ensure classes are available for students seeking job training, degree attainment or transfer to a four-year university and to reward students who make progress toward their educational goals.

New students who have completed college orientation, assessment and developed education plans as well as continuing students in good academic standing will now have priority over students who do not meet these criteria. To be in good academic standing, a student cannot be on academic probation or progress probation for two consecutive terms. In addition, students who have accumulated 100 or more units—excluding most basic skills English and math and English as a Second Language classes—will lose priority enrollment. Students who feel they may be at risk of losing priority status are strongly encouraged to see a counselor to discuss their educational plans. College of Marin's revised enrollment priorities can be found in Administrative Procedure 5055, located on the web at: [http://www.marin.edu/WORD-PPT/AP5055EnrollmentPriorities\\_Revised2\\_18\\_2014.pdf](http://www.marin.edu/WORD-PPT/AP5055EnrollmentPriorities_Revised2_18_2014.pdf).

## Changes May Occur Without Notice

College of Marin has made every reasonable effort to determine that information stated in its publication is accurate, but the college reserves the right to alter fees, statements, and procedures contained herein without notice. Fees and procedures are subject to change at anytime by the state legislature and the College Board of Trustees. It is the student's responsibility to meet and remain informed of College requirements. When changes occur, they will be printed in the next regular publication of the catalog or schedule, or posted online at [www.marin.edu](http://www.marin.edu). Classes may be cancelled for insufficient enrollment at the discretion of the college.

## Philosophy

The Marin Community College District has long recognized that an academic community is harmed in many ways by the abuse of alcohol and the use of other drugs. This high risk behavior is exemplified by decreased productivity of members of the community, serious health problems, strained social interactions as well as forms of vandalism. The process of education and learning are especially impaired by alcohol abuse and the use of illicit drugs.

College of Marin subscribes to the basic philosophy of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse, which states:

- The institutional establishment enforces clear policies that promote an educational environment free from the abuse of alcohol and other drugs.
- The institution will provide education for its members for the purpose of preventing alcohol and other drug abuse as well as educating them about the use of legal drugs in ways that are not harmful to self or others.
- College of Marin will create an environment that promotes and reinforces healthy responsible living; respect for community laws; campus standards and regulations; the individual's responsibility within the community; and the intellectual, social, emotional, spiritual or ethical, and physical well being of its community members.
- Referral to services for drug and alcohol treatment can be made by the Health Center or Counseling Office.

The foundation of the philosophy concerning alcohol and drug abuse for College of Marin is the firm commitment to an educational program which provides the adequate information and referral to help all members of the academic community to make

informed and responsible decisions concerning the use of any controlled substance.

The institution is committed to a healthy environment for learning and living.

## Smoking Policy

In order to provide a safe learning and working environment for students and employees, smoking is prohibited by all employees, students, and visitors at all times on any District property EXCEPT in designated smoking areas. Violation of this policy could lead to disciplinary action under applicable disciplinary procedures. For a complete copy of the Smoking Policy and Guidelines, or a copy of the Student Discipline Procedure, contact the Director of Student Activities & Advocacy, SS 251. Phone 415.485.9375.

BP/AP 3570 Smoke-Free Learning and Working Environment

<http://www.marin.edu/com/ODP/BoardPolicies.htm>

## Drug and Alcohol Policy—Employees

It is the policy of the Marin Community College District to maintain a drug and alcohol-free workplace for employees. The unlawful manufacture, distribution, dispensing, possession or use of controlled substances or alcoholic beverages are prohibited on any District property. The term "controlled substance" is defined in Health and Safety Code 11007. An exception to the above is when alcoholic beverages are produced in connection with an authorized class.

BP/AP 3550 Drug and Alcohol Free Environment and Drug Prevention Program:

<http://www.marin.edu/com/ODP/BoardPolicies.htm>

## Drug and Alcohol Policy—Students

College of Marin does not permit or condone the consumption of alcoholic beverages by any individual. All local, state, and federal laws concerning the possession or use of any controlled substance are enforced. The institution is committed to a healthy environment for learning and living. Students are specifically reminded that they are guided by the student Standards of Conduct, which states the following conduct shall constitute good cause for discipline, including but not limited to removal, suspension, or expulsion of a student when the conduct relates to college activity or college attendance.

Unlawful possession, use, sale, offering to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or any poison defined in Business and Professions Code Section 4240, or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.

BP/AP 3550 Drug and Alcohol Free Environment and Drug Prevention Program; BP 5500 Standards of Conduct:

<http://www.marin.edu/com/ODP/BoardPolicies.htm>  
<http://www.marin.edu/DAAPP/>

## Legal Sanctions—Illicit Drugs and Alcohol

Students and employees are reminded that state, and federal laws provide for a variety of legal sanctions and penalties for the unlawful possession, or distribution of illicit drugs and alcohol. These sanctions include but are not limited to incarceration and monetary fines. All reports of suspected violations will be thoroughly investigated and prosecuted to the full extent of the law.

Further information on these state and federal statutes will be maintained in the Campus Police Department and the Student Activities and Advocacy Office. Copies will be made available to students and employees.

BP/AP 3550 Drug and Alcohol Free Environment and Drug Prevention Program

<http://www.marin.edu/DAAPP/>

## Drug and Alcohol Abuse Prevention

Additional information on college policy, as well as health risks associated with drugs and alcohol, available resources- including counseling and treatment, and other information may be found at <http://www.marin.edu/DAAPP/>

BP/AP 3550 Drug and Alcohol Free Environment and Drug Prevention Program:

<http://www.marin.edu/com/ODP/BoardPolicies.htm>

## Student Grievances and Rights

The purpose of AP 5530 is to provide a prompt and equitable means of resolving student grievances (student complaints based on action by a District employee or agent) when no other administrative procedure, Marin Community College District departmental procedure, collective bargaining agreement, or statutory procedure applies. See the following sections for a list of other procedures applicable to concerns related to harassment, discrimination, unsafe assignments, grade changes, academic probation, dismissal and readmission, student discipline, student records, residency, and police department citations.

Any students or applicants who have questions about which procedure applies to their particular concerns are encouraged to go to the Director of Student Activities & Advocacy Office, SS 251, for assistance.

AP 5530 Student Grievances:

[marin.edu/WORD-PPT/AP5530StudentGrievances\\_Approved3-19-13.pdf](http://www.marin.edu/WORD-PPT/AP5530StudentGrievances_Approved3-19-13.pdf)

A hard copy is available at the Director of Student Activities & Advocacy Office, SS 251.

## Prohibition Against Discrimination and Harassment

College of Marin prohibits all forms of discrimination or harassment based on one or more of the following actual or perceived characteristics: age, ancestry, color, religious creed, family & medical care leave, disability (mental and physical) including HIV and AIDS, marital status, medical condition (including cancer and genetic characteristics), genetic information, military and veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding, and medical conditions related to pregnancy, childbirth, or breastfeeding), gender, gender identity, gender expression, and sexual orientation. Additionally, a lack of English language skills and visual or hearing impairment will not be a barrier for admission to Career Technical Education programs.

Prohibited sexual harassment includes any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assault, or stalking. The College prohibits discrimination and harassment occurring in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in College facilities or at another location, or at an off-campus site or facility maintained by the College or on grounds or facilities maintained by a College student organization. College of Marin Board Policy 3430 prohibits verbal, physical, visual, and sexual harassment of any applicant, employee, or student by any District employee on the basis of any category or combination of discriminatory categories prohibited by state or federal law. Non-employees while on the District property or in connection with any District program or activity are also expected to follow these guidelines. The Marin Community College District is committed to compliance with the requirements of Title IX of the 1972 Education Amendments, the Equal Employment

Opportunity Act of 1972 (Title VII of the Civil Rights Act of 1964 as amended), the Civil Rights Act of 1991, and Section 504 of the Rehabilitation Act of 1974, the Americans with Disabilities Act, the California Fair Employment and Housing Act of 1980, the California Fair Employment and Housing Commission rules and regulations, and the Vietnam Veteran's Readjustment Act of 1974. The Title IX/EEO/ADA Compliance Officer for the College District is the Executive Director for Human Resources & Labor Relations (please see contact information below).

### Sexual Assault and Other Assaults on Campus

Any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assault, or stalking as defined by Federal and California law, whether committed by an employee, student, or member of the public, occurring on District property in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District facilities or at another location or on an off-campus site or facility maintained by the District or on grounds or facilities maintained by a student organization, is a violation of Board policies and administrative procedures and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. (See AP 3540)

Information about the District's policies and procedures pertaining to sexual and other assaults, and other forms of discrimination or harassment, is available at: <http://www.marin.edu/rights/index.html>.

Additional information on assistance for victims of sexual assaults is available at: <http://www.marin.edu/police/sexual-assault.html>. If you are the victim/survivor of, or become aware of, a sexual assault on College property or in connection with any College program or activity, please contact the District's Executive Director of Human Resources at 415.485.9504 or the District's Police Department at 415.485.9696.

### Discrimination or Harassment Complaints

As a member of the college community, if you feel that you have experienced discrimination or harassment, including any incident of sexual violence, based on one or more of the above-referenced characteristics, or are aware of any discrimination or harassment based on one or more of these characteristics, contact:

**Kristina Combs, Executive Director of Human Resources and Labor Relations**  
Village Square 8, Kentfield Campus  
415.485.9504

In addition to serving as the Executive Director of Human Resources and Labor Relations, Ms. Combs' responsibilities include serving as the College's:

- **Title IX Officer:** monitors and works with college administrators, faculty, staff and students to create and maintain a campus community committed to equal opportunity, and fostering a climate free from all forms of harassment, exploitation, or intimidation, including ensuring non-discrimination on the basis of sex in education programs and activities, and nondiscrimination requirements which extend to sexual harassment and sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.
- **ADA Coordinator:** (Americans with Disabilities Act) to ensure equal access to College facilities, programs and services for people with disabilities, including students, employees, and others who may visit District facilities.

Students who believe that the prohibition against discrimination or harassment has been violated have the right to file a complaint with: (1) the District; (2) the State Chancellor's office; and/or the United States Department of Education Office of Civil Rights ("OCR").

Complete information on the District's Discrimination and Harassment Complaint Procedures is set forth in Administrative Procedure 3435, a copy of which can be found at [marin.edu/WORD-PPT/AP3435DiscriminationandHarassmentInvestigations\\_Revised1-15-13.pdf](http://www.marin.edu/WORD-PPT/AP3435DiscriminationandHarassmentInvestigations_Revised1-15-13.pdf).

This and further Administrative Procedures and Board Policies, including those listed below, can be found on the college website, on the "Policies and Procedures" page, under the "About the College" tab.

**AP 3410 Nondiscrimination:**  
[marin.edu/WORD-PPT/AP3410NondiscriminationRevised1.15.2013.pdf](http://www.marin.edu/WORD-PPT/AP3410NondiscriminationRevised1.15.2013.pdf)

**AP 3430 Prohibition of Harassment:**  
[marin.edu/WORD-PPT/AP3430ProhibitionofHarassmentRevised1-15-2013.pdf](http://www.marin.edu/WORD-PPT/AP3430ProhibitionofHarassmentRevised1-15-2013.pdf)

**AP 3435 Discrimination and Harassment Investigations:**  
[marin.edu/WORD-PPT/AP3435DiscriminationandHarassmentInvestigations\\_Revised1-15-13.pdf](http://www.marin.edu/WORD-PPT/AP3435DiscriminationandHarassmentInvestigations_Revised1-15-13.pdf)

**AP 3540 Sexual and Other Assaults on Campus:**  
[marin.edu/WORD-PPT/AP3540SexualandOtherAssaultsonCampusRevised3-13-12.pdf](http://www.marin.edu/WORD-PPT/AP3540SexualandOtherAssaultsonCampusRevised3-13-12.pdf)

Hard copies are available at the Director of Student Activities and Advocacy Office, Student Services Building, Room 250.

### Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. College of Marin crime statistics and additional information about crime awareness can be found on the college website at <http://www.marin.edu/police/CrimeAwareness-CleryInfo.htm>.

This report is required by federal law and contains policy statements and crime statistics for the school. The policy statements address the school's policies, procedures, and programs concerning safety and security; for example, policies for responding to emergency situations and sexual offenses. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school, and on public property within or immediately adjacent to the campus. You may also request a paper copy from the Police Department, Kentfield Campus, V51. The District publishes and distributes the Annual Security Report to all students and employees each year by October 1.

## Student Conduct

All members of the college community are subject to state and federal laws, as well as policies and procedures established by the Board of Trustees.

An important policy that all students should be aware of is the Student Conduct Policy. BP 5500, Standards of Student Conduct, can be found at [http://www.marin.edu/WORD-PPT/BP5500StandardsofConduct\\_Revised6-18-13.pdf](http://www.marin.edu/WORD-PPT/BP5500StandardsofConduct_Revised6-18-13.pdf), and is briefly described below. Questions regarding BP 5500 should be referred to the Director of Student Activities and Advocacy. A hard copy is available at the Director of Student Activities & Advocacy Office, SS 251.

Upon enrolling in the College, students assume an obligation to conduct themselves in a manner compatible with the educational purposes of the College. The following conduct will not be tolerated and shall constitute good cause for discipline, including, but not limited to, removal, suspension or expulsion of a student. Violations of the Standards of Student Conduct (BP 5500) include:

- Assault, battery, or attempted assault or battery, or any threat of force or violence upon a student or District personnel.
- Possession, sale or otherwise furnishing any firearm, dirk, dagger, ice pick, knife, explosive or other dangerous object, including but not limited to any facsimile of the foregoing objects, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from the Chief of Police who has the concurrence of the Superintendent/President. Also see BP/AP 3530 titled Weapons on Campus.
- Unlawful possession, use, sale, offering to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or any poison defined in Business and Professions Code Section 4240, or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- Committing, or attempting, or being an accomplice to robbery or extortion.
- Causing or attempting to cause damage to district property or to private property on campus.
- Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property, or knowingly receiving stolen private property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or regulation of the District.
- Committing sexual harassment as defined by law or by District policies and procedures.
- Engaging in harassing or discriminatory behavior based on ethnic group identification, national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, genetic information, or on the basis of one or more of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.
- Engaging in intimidating conduct or bullying against another student or District personnel through words or actions including direct physical contact, verbal assaults such as teasing or name-calling, social isolation or manipulation, or cyberbullying.